

## **Four Steps to a Successful Webinar**

Thank you for your interest in presenting for the Healing Musician's Center. At the Healing Musician's Center we pride ourselves in delivering the "next best thing to being there" type of online workshop. Webinars are created to simulate an on-site workshop by including as much live audio/visual, collaborative and networking opportunities as possible, with the outcome being a rich and unprecedented experience for participants. Please see the opportunities available to you for delivering the best webinar ever!

### **Step One- Initial Material needed for the [Webinars](#) Home Page (Proposal stage)**

The items listed below will appear in the public view. For the synopsis, it's important to make your webinar attractive. Start with what it is, what will they do, and end with what the participants will take-away. Participants want to know if it's worth attending. The take-away will help them decipher if this webinar is for them.

1. 100 word topic synopsis (in word)
2. Digital headshot picture (jpg, gif format)
3. 150-200 word Bio (in Word or PDF format)

*(To propose a webinar please submit the three items listed above to [Stella Benson](#). Thank you.)*

### **Step Two: Material for your webinar page (Materials to enrich your presentation)**

The more material in different delivery types and interactivity, the better the experience for participants. It then becomes a full learning experience for your attendees. Please see below for options.

1. One page essay on topic (required)
2. Outline/Syllabus (required)
3. Handouts, in word (PDF or JPG format – required)
4. Relevant Picture files in jpg, jiff, or PDF format
5. Relevant Sample audio files in Mp3 format
6. Relevant Links (full domain addresses please)
7. Relevant video in .FLV (no longer than 30 minutes)
8. Power Point Presentation in PPT or PDF format

## Step Three: Your Webinar Delivery

Delivering your webinar will be very similar to delivering an onsite workshop. Participants will be able to download handouts, audio and video. They are able to follow you using the scroll-down webinar page, which will have your essay text, pictures, relevant links, and Power Point.

### Technology

Your presentation is delivered via a choice of one of the following communication devices. Make sure your equipment is charged to last for 2 hours.

- Telephone
- Cell phone
- Headset for your phone
- Computer based voice service, such as [Skype](#)
- Headset for your computer (optional)

*Please note: The above equipment will depend on the audio service utilized during your webinar.*

### Accessing Your Webinar

Here's how to access your webinar. Go to [www.healingmusician.com](http://www.healingmusician.com), click on "login." Use the following access codes I just set-up for you.

Login: **XXX**

Password: **XXX**

Then, click on the "Webinar" icon on the right of the page. This will take you into the Webinar Directory. Lastly, click on your webinar and hit enter. You can watch it being build. Check it out!

## **Step Four: Participant Networking**

Located at the upper right-hand corner of your webinar page is a link to your webinar blog. After the webinar, participants can go to the blog to continue to enrich themselves by rehashing the webinar, exchange ideas for future use of the material learned during the webinar and to network. It's kind of like a social time spent after an on-site workshop. The blog stays open for a week after the webinar is finished. You will want to encourage participants to go there to continue to savor the event.

To see what the participants technical requirements are please go to the [Technical Requirements](#) page.